

North Carolina COVID-19 Vaccine Management System (CVMS)

CVMS Provider Portal

How to Add, Edit, and Remove your Location on the Vaccine Site Locator Website

Version 1

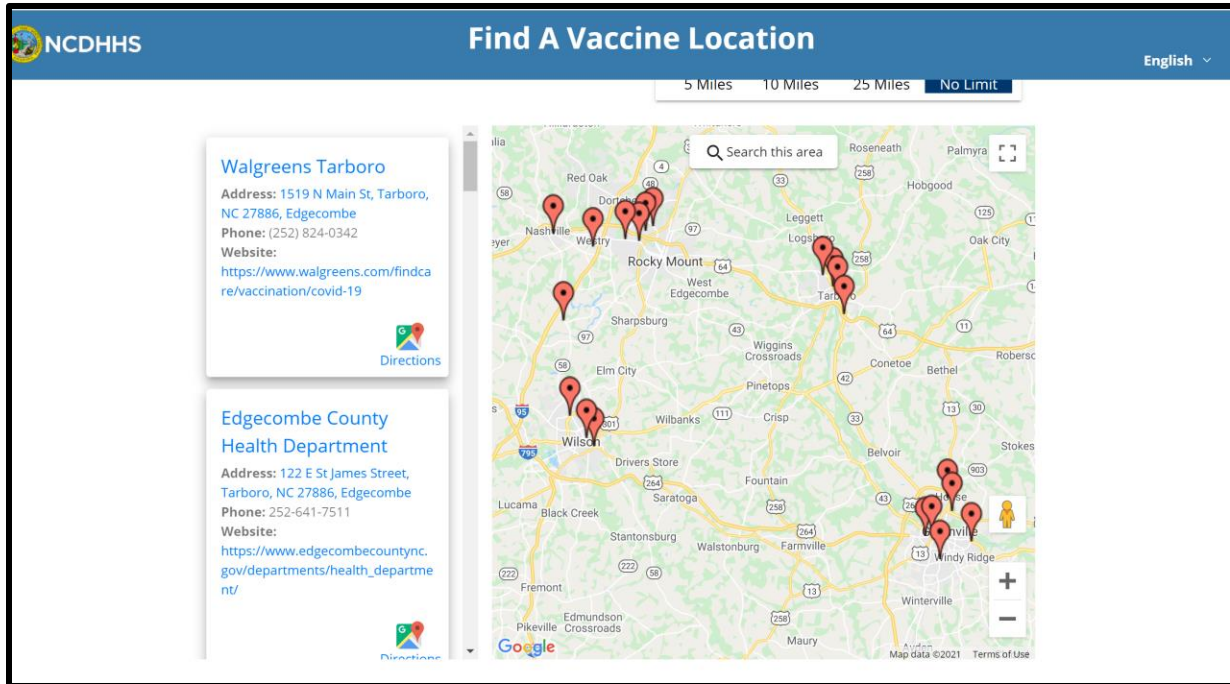
March 12, 2020



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Overview



This user guide will explain how to:

- Add a location to the Vaccine Site Finder website
- Edit a location's information on the Vaccine Site Finder website
- Remove a location from the Vaccine Site Finder website

North Carolina's Vaccine Site Locator website

(<https://MySpot.nc.gov>) helps people find COVID-19 vaccine providers close to them.

It displays COVID-19 providers' locations and their websites and/or phone numbers where eligible recipients can schedule an appointment to receive a COVID-19 vaccine.

ALL providers that are receiving dose allocations and are taking appointments or walk-ins should be displayed on the Vaccine Site Locator website.

The only providers that receive allocations that should not be on the Vaccine Site Locator website are providers who are only vaccinating their own patient population (e.g., long term care, correctional facilities, or primary care providers vaccinating their own patients)

Now, let's get started!



If you have any questions, issues or requests, please go to the
CVMS Help Desk Portal* at https://ncgov.servicenowservices.com/csm_vaccine and select “Vaccine Provider”

OR

call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 8. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET

Saturday – Sunday: 10:00 AM – 6:00 PM ET

* On the home page of the CVMS Help Desk Portal, select the "**Vaccine Provider**" option to submit your question, issue, or request.

Providers that are first time users of the CVMS Help Desk Portal will have to follow the steps below:

1. Register for an account on the portal by clicking 'Register' in the top right-hand corner
2. Populate your first name, last name, business e-mail, and your registration code

NOTE: The registration code is your Provider PIN (i.e., NCA650001), which can be found on the packing lists received with your Vaccines For Children shipments, or in the top right-hand corner of a wasted / expired report generated from the North Carolina Immunization Registry (please add “NCA” to the front of the six-digit PIN#)

For providers who are not enrolled or may not have a Provider PIN, you may use the following generic Provider PIN to register: VAC2021

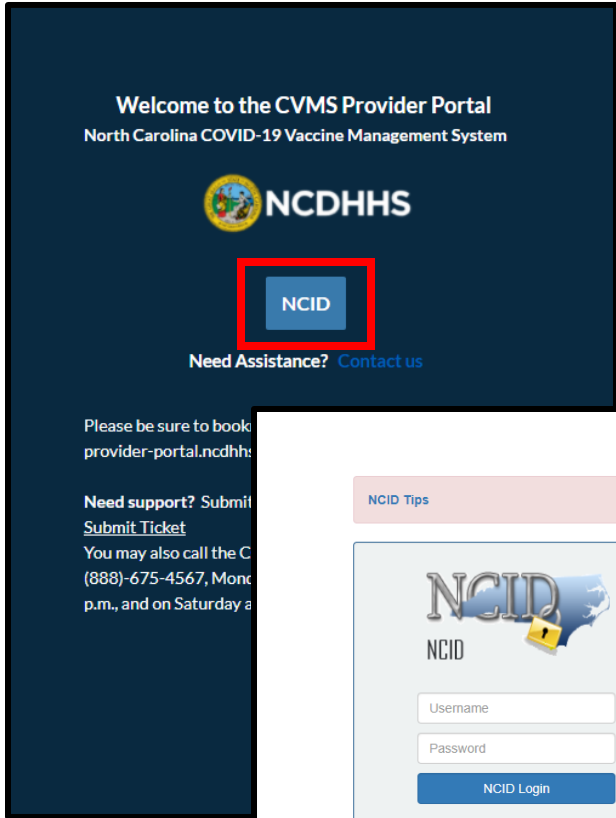
3. You will receive an e-mail with your username and temporary password to log into the portal

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Add, Edit, or Remove a Location from the Vaccine Site Locator Website

Log in to the CVMS Provider Portal

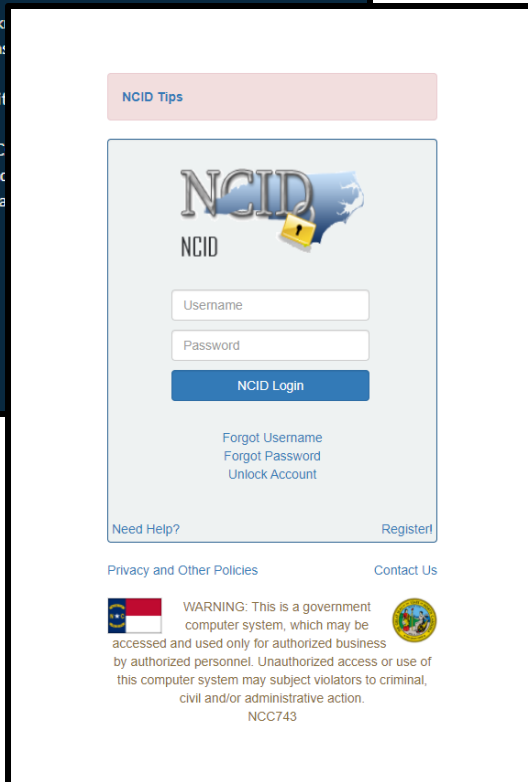


This user guide is for users with the Healthcare Location Manager profile only.

1. Log into the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
2. Enter your NCID username and password


Audience

Healthcare
Location Manager



Navigate to the Locations Tab

1. Click on the **LOCATIONS** tab



Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

More

You are currently logged in as Clinic Location1

Switch Locations

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number

Go

No Appointment Confirmation Number?

Search Appointments

Today's Appointments

TIME	DETAILS	CASE NUMBER	LOCATION
Mar 10, 21, 08:00 AM	TJ TJ Dose 1 Scheduled	03045802	Clinic Location1
Mar 10, 21, 09:47 AM	Wednesday Morning Dose 1 Scheduled	03045809	Clinic Location1
Mar 10, 21, 09:57 AM	Jennifer Yu Dose 2 Scheduled	03045108	Clinic Location1
Mar 10, 21, 10:46 AM	Tar Ramses Heels Dose 1 Scheduled	03045812	Clinic Location1
Mar 10, 21, 10:48 AM	Buzz Fred Lightyear Dose 1 Scheduled	03045814	Clinic Location1

View all

Appointment Walk-In

You can search for eligible individuals by name, date of birth and email. Note that the system will search on exact matches only, no partial.

Audience


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Select the Specific Location

1. Click on the **LOCATION NAME** you wish to edit

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Filter by Name

Filter by Address

Filter by Start Date

Filter by End Date

New

Location Name	Account	Address	Start Date	Closing Date	
Clinic Location1	Clinic Location1	Test Street, Raleigh, North Carolina 20175	03/10/2021	03/31/2021	

Previous

Page 1 out of 1


Next

Edit your Location Record

1. Click **EDIT**

Audience

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Location

Clinic Location1

Edit

Details

Related

Availability

Location Name

Clinic Location1

Appointments

Yes, Both

Start Date

3/10/2021

Region

Eastern Region

Account

Clinic Location1

Event Type

Short Term Community Event

Closing Date

3/31/2021

Location Setting

ncuat

CVMS Scheduling

☒

Appointment Scheduling Website

Display on Vaccine Site Locator

☒

Appointment Phone

222-333-4444

✓ Scheduling Information

Edit the Location Information

The screenshot shows a web form titled "Edit Clinic Location1" with a close button (X) in the top right corner. The form is divided into several sections:

- Location Name:** A text field containing "Clinic Location1".
- Account:** A dropdown menu showing "Clinic Location1" with a close button (X).
- Start Date:** A date field showing "3/17/2021" with a calendar icon.
- Event Type:** A dropdown menu showing "Not Applicable".
- Closing Date:** A date field with a calendar icon.
- Location Setting:** A dropdown menu showing "ncuat" with a close button (X).
- Scheduling Information:**
 - Display on Vaccine Site Locator:** A checkbox that is checked.
 - Appointment Phone:** A text field containing "555-555-5555".
 - CVMS Scheduling:** A checkbox that is unchecked.
 - Appointment Scheduling Website:** A text field containing "https://cliniclocation1.com/scheduling".
- Address:**
 - Street Address:** A text field containing "1332 Turner Woods Drive".
 - Street Address 2:** An empty text field.
 - City:** A text field containing "Raleigh".
 - State:** A dropdown menu showing "North Carolina".
 - Postal Code:** A text field containing "27603".
 - County:** A dropdown menu showing "Wake".
- Metadata:**
 - Created By:** gbaker2, 3/10/2021, 11:49 AM
 - Last Modified By:** Simon Couderc, 3/17/2021, 1:48 PM

At the bottom of the form are three buttons: "Cancel", "Save & New", and "Save".

On this screen you can:

1. **ADD or REMOVE** a location on the Vaccine Site Locator website
2. **EDIT** a location's information that is displayed on the Vaccine Site Locator website
 1. LOCATION NAME
 2. EVENT TYPE
 3. DATE IT STARTS TO DISPLAY ON THE VACCINE SITE LOCATOR
 4. WEBSITE AND PHONE NUMBER FOR SCHEDULING APPOINTMENTS
 5. LOCATION ADDRESS

Audience

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Location Manager

Change Location Name

Edit Clinic Location1

* Location Name
Clinic Location1

* Start Date
3/17/2021

Closing Date

* Event Type
Not Applicable

Location Setting
ncuat

Scheduling Information

Display on Vaccine Site Locator
☒

Appointment Phone
555-555-5555

Address

* Street Address
1332 Turner Woods Drive

* City
Raleigh

* Postal Code
27603

CVMS Scheduling
☐

Appointment Scheduling Website
https://cliniclocation1.com/scheduling

Street Address 2

* State
North Carolina

* County
Wake

Created By
gbaker2, 3/10/2021, 11:49 AM

Last Modified By
Simon Couderc, 3/17/2021, 1:48 PM

Cancel Save & New Save

1. Edit **LOCATION NAME** to change the name that displays on the Vaccine Site Locator
2. Set your **EVENT TYPE**.
 - Select “Short Term Event” if the location is a pop-up event, or an event that will run for less than 3 weeks
 - Select “Long Term Event” if the location is an event that will run for 3 weeks or longer
 - Select “Not Applicable” if the location is not an event

3. Click **SAVE**

Audience

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Location Manager

Tips

The **LOCATION NAME** field will have to be less than 80 characters.

CLICK SAVE to save any changes

Change Start Date and Closing Date

Edit Clinic Location1

* Location Name: Clinic Location1

* Account: Clinic Location1

* Start Date: 3/17/2021

* Closing Date:

* Event Type: Not Applicable

Location Setting: ncuat

Scheduling Information

Display on Vaccine Site Locator: ☒

Appointment Phone: 555-555-5555

CVMS Scheduling: ☐

Appointment Scheduling Website: https://cliniclocation1.com/scheduling

Address

* Street Address: 1332 Turner Woods Drive

* City: Raleigh

* Postal Code: 27603

Street Address 2:

* State: North Carolina

* County: Wake

Created By: gbaker2, 3/10/2021, 11:49 AM

Last Modified By: Simon Couderc, 3/17/2021, 1:48 PM

Buttons: Cancel, Save & New, Save

1. Edit **START DATE**. Start date is the date the location will **START** being displayed on the Vaccine Site Locator website.
2. Edit **CLOSING DATE** is the date that a location will **STOP** being displayed on the Vaccine Site Locator website. Leave this field blank if the location is **NOT** a short-term event.
3. Click **SAVE**

Audience

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Location Manager

ADD or REMOVE a Location from the Vaccine Site Locator Website

The screenshot shows the 'Edit Clinic Location1' form. The 'Display on Vaccine Site Locator' checkbox is checked and highlighted with a red box. The form includes fields for Location Name, Start Date, Closing Date, Account, Event Type, Location Setting, CVMS Scheduling, Appointment Scheduling Website, Address, and Contact Information.

Edit Clinic Location1

* Location Name: Clinic Location1

* Start Date: 3/17/2021

* Closing Date:

* Account: Clinic Location1

* Event Type: Not Applicable

Location Setting: ncuat

Scheduling Information

☒ Display on Vaccine Site Locator

CVMS Scheduling: ☐

Appointment Scheduling Website: https://cliniclocation1.com/scheduling

Address:

* Street Address: 1332 Turner Woods Drive

* City: Raleigh

* Postal Code: 27603

Created By: gbaker2, 3/10/2021, 11:49 AM

Last Modified By: Simon Couderc, 3/17/2021, 1:48 PM

Buttons: Cancel, Save & New, Save

1. Check the “Display on Vaccine Site Locator” check box to ADD your site to the Vaccine Site Locator website

- This should be checked if your location provides COVID-19 vaccines to the general public.

2. Uncheck the “Display on Vaccine Site Locator” check box to REMOVE your site to the Site Locator

- Only Uncheck the **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or is providing COVID-19 vaccines to a restricted group of recipients.

3. Click SAVE

Audience

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Location Manager

Tips

Only Uncheck the **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or a location that is providing COVID-19 vaccines within a restricted group of recipients.

CLICK SAVE to save any changes

Change Scheduling Phone Number and Website

Edit Clinic Location1

* Location Name: Clinic Location1

* Start Date: 3/17/2021

Closing Date:

* Account: Clinic Location1

* Event Type: Not Applicable

Location Setting: ncuat

Scheduling Information

Display on Vaccine Site Locator: ☒

CVMS Scheduling: ☐

Appointment Phone: 555-555-5555

Appointment Scheduling Website: https://cliniclocation1.com/scheduling

Address

* Street Address: 1332 Turner Woods Drive

* City: Raleigh

* Postal Code: 27603

Street Address 2:

* State: North Carolina

* County: Wake

Created By: gbaker2, 3/10/2021, 11:49 AM

Last Modified By: Simon Couderc, 3/17/2021, 1:48 PM

Buttons: Cancel, Save & New, Save

1. Enter the **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the address for the website where people can book appointments.
 - If you are using the scheduling feature in CVMS for this location, leave the box blank. See CVMS Scheduling User guide for more information
2. Enter **APPOINTMENT PHONE NUMBER** (optional)
 - This should be a public phone number that people can call for appointments or information.
 - This is required if the location is using the scheduling feature in CVMS
3. Click **SAVE**

Audience

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Location Manager

Tips

You shouldn't leave both the website and phone number blank. You should have at least one filled in.

CLICK SAVE to save any changes

Edit Address

The screenshot shows a web application window titled "Edit Clinic Location1". The form contains several sections: "Location Name" (Clinic Location1), "Start Date" (3/17/2021), "Closing Date", "Account" (Clinic Location1), "Event Type" (Not Applicable), "Location Setting" (ncuat), "Scheduling Information" (Display on Vaccine Site Locator checked, Appointment Phone 555-555-5555, CVMS Scheduling unchecked, Appointment Scheduling Website https://cliniclocation1.com/scheduling), and "Address". The "Address" section is highlighted with a red box and includes fields for "Street Address" (1332 Turner Woods Drive), "Street Address 2", "City" (Raleigh), "State" (North Carolina), "Postal Code" (27603), and "County" (Wake). At the bottom are "Created By", "Last Modified By", and three buttons: "Cancel", "Save & New", and "Save".

You may change the address for a location.

1. Edit the Street Address, City, State, Postal Code, County
 - The address should always be the location where you are vaccinating people, NOT the shipping address.
2. Click **SAVE**

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Location Manager

Tips

There will be a small delay (up to 4hrs) between when you edit your address and when the updated address is shown on the Vaccine Site Locator website.

CLICK SAVE to save any changes

Receive Confirmation of Changes

Once you are done editing, and have **clicked SAVE** to save the changes, a success notification will appear at the top of the screen.

Audience

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Location Manager

Location "County General Hospital - Popup Location" was saved.

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Location

County General Hospital - Popup Location

Edit

DetailsRelatedAvailability

Location Name

County General Hospital - Popup Location

Account

County General Hospital - Chicago ER

Appointments

Yes, Both

Event Type

Not Applicable

Start Date

3/12/2021

Closing Date

4/10/2021

Scheduling Information

CVMS Scheduling

☒

Appointment Scheduling Website

test

Display on Vaccine Site Locator

☒

Appointment Phone

test

Address

Street Address

11 W Jones St

Street Address 2

City

Raleigh

State

North Carolina

Postal Code

27607

County

Mecklenburg

Create Community Vaccine Event Locations and Display Them on the Vaccine Site Locator Website

Step 1 of 9: Creating a New Location

1. To begin, click on the **LOCATIONS TAB**


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Tips

If you organize a community COVID-19 vaccination event, you must add these locations to CVMS and display them on the Vaccine Site Locator website.

This does not impact dose allocation, or where doses are shipped to.



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You are currently logged in as Clinic Location1

Switch Locations

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number

Go

No Appointment Confirmation Number?

Search Appointments

Today's Appointments

TIME	DETAILS	CASE NUMBER	LOCATION
Mar 10, 21, 08:00 AM	TJ TJ Dose 1 Scheduled	03045802	Clinic Location1
Mar 10, 21, 09:47 AM	Wednesday Morning Dose 1 Scheduled	03045809	Clinic Location1
Mar 10, 21, 09:57 AM	Jennifer Yu Dose 2 Scheduled	03045108	Clinic Location1
Mar 10, 21, 10:46 AM	Tar Ramses Heels Dose 1 Scheduled	03045812	Clinic Location1
Mar 10, 21, 10:48 AM	Buzz Fred Lightyear Dose 1 Scheduled	03045814	Clinic Location1

View all

Appointment Walk-In


You can search for eligible individuals by name, date of birth and email. Note that the system will search on exact matches only, no partial.

Step 2 of 9: Click New

1. Click the **NEW** button

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NCDHHS
CVMS Provider Portal

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More ▾

New

Filter by Name

Filter by Address

Filter by Start Date

Filter by Closing Date

Location Name ▾	Account ▾	Address ▾	Start Date	Closing Date	
County General Hospital - Popup Location 2	County General Hospital - Chicago ER	123 Main Street, Raleigh, North Carolina 27607	03/04/2021	04/01/2021	▾

Step 3 of 9: Name your Location

New Location

Information

*Location Name

*Account

Search Accounts...

*Start Date

*Closing Date

Event Type: Not Applicable

Location Setting: ncuat

Scheduling Information

Display on Vaccine Site Locator

CVMS Scheduling

Appointment Phone

Appointment Scheduling Website

Address

*Street Address

Street Address 2

*City

*State: --None--

*Postal Code

*County: --None--

Cancel Save & New Save

1. Enter **LOCATION NAME** (location Name must be less than 80 characters)
2. Select an **ACCOUNT**
 - Select the account that the event is affiliated with. There will be only one available option.

Audience

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Location Manager

Step 4 of 9: Select Event Type

The screenshot shows the 'New Location' form in the Healthcare Location Manager. The form is divided into several sections: Information, Scheduling Information, and Address. The 'Event Type' dropdown menu is highlighted with a red box and set to 'Not Applicable'. The 'Location Name' field is empty. The 'Start Date' and 'Closing Date' fields are empty. The 'Account' dropdown menu is set to 'ncuat'. The 'Display on Vaccine Site Locator' checkbox is unchecked. The 'CVMS Scheduling' checkbox is unchecked. The 'Appointment Phone' and 'Appointment Scheduling Website' fields are empty. The 'Street Address', 'City', 'Postal Code', 'Street Address 2', 'State', and 'County' fields are empty.

Indicate whether this location is a community vaccine event in **EVENT TYPE**.

1. Select **EVENT TYPE** from list

- Select “Short Term Event” if the location is a pop-up event that will run for less than 3 weeks
- Select “Long Term Event” if the location is an event that will run for 3 weeks or longer
- Select “Not Applicable” if the location is not an event

Audience

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Location Manager

Tips

If your **Event Type** is unknown, please select “Not Applicable” as an option. Once known, you may change the Event Type field.

Step 5 of 9. Enter Start Date

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New Location

Information

* Location Name

* Start Date

Closing Date

* Account

Search Accounts...

* Event Type

Not Applicable

Location Setting

ncuat

Scheduling Information

Display on Vaccine Site Locator

Appointment Phone

CVMS Scheduling

Appointment Scheduling Website

Address

* Street Address

* City

* Postal Code

Street Address 2

* State

--None--

* County

--None--

Cancel

Save & New

Save

1. Edit **START DATE**. This is the date the location will START being displayed on the Vaccine Site Locator website.
2. Edit **CLOSING DATE** is the date that a location will STOP being displayed on the Vaccine Site Locator website. Leave this field blank if the location is NOT a short-term event.

Audience

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Location Manager

Step 6 of 9: Display your Location on the Vaccine Site Locator Website

The screenshot shows the 'New Location' form with the following fields and sections:

- Information**
 - *Location Name (text input)
 - *Start Date (date picker)
 - Closing Date (date picker)
 - *Account (searchable dropdown)
 - *Event Type (dropdown, currently 'Not Applicable')
 - Location Setting (dropdown, currently 'ncuat')
- Scheduling Information**
 - Display on Vaccine Site Locator (checkbox, highlighted with a red box)
 - CVMS Scheduling (checkbox)
 - Appointment Phone (text input, highlighted with a red box)
 - Appointment Scheduling Website (text input, highlighted with a red box)
- Address**
 - *Street Address (text input)
 - Street Address 2 (text input)
 - *City (text input)
 - *State (dropdown, currently '--None--')
 - *Postal Code (text input)
 - *County (dropdown, currently '--None--')

Buttons at the bottom: Cancel, Save & New, Save.

1. Check the box next to **DISPLAY ON VACCINE SITE LOCATOR**
 - Only Uncheck the **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or a location that is providing vaccines within a selected group of recipients.
2. Enter the **APPOINTMENT SCHEDULING WEBSITE** link to your location's website (required when CVMS Scheduling is unchecked)
3. Enter **APPOINTMENT PHONE NUMBER** (optional)

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Location Manager

Tips

Only uncheck the **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or a location that is providing COVID-19 vaccines to a selected group of recipients.

Step 7 of 9: Activate the scheduling feature of CVMS (optional)

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New Location

Information

*Location Name

*Account

Search Accounts...

*Start Date

*Event Type

Not Applicable

Closing Date

Location Setting

ncuat

Scheduling Information

Display on Vaccine Site Locator

CVMS Scheduling

Appointment Phone

Appointment Scheduling Website

Address

*Street Address

Street Address 2

*City

*State

--None--

*Postal Code

*County

--None--

Cancel Save & New Save

1. If your location will use the Scheduling feature in CVMS, check the **CVMS SCHEDULING** box

Audience

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Location Manager

Tips

You will be able to check that box only after scheduling was enabled by the CVMS team for your location. See the CVMS Provider Portal Manage Appointment Scheduling User Guide for more information about utilizing CVMS Scheduling at <https://covid19.ncdhhs.gov/vaccines/providers/covid-19-vaccine-management-system-cvms-steps-providers>.

Step 8 of 9: Enter Address

The screenshot shows the 'New Location' form in the Vaccine Site Locator system. The form is divided into three main sections: Information, Scheduling Information, and Address. The Address section is highlighted with a red border. The form includes the following fields:

- Information:**
 - Location Name (text input)
 - Start Date (calendar icon)
 - Closing Date (calendar icon)
 - Account (searchable dropdown)
 - Event Type (dropdown menu, currently 'Not Applicable')
 - Location Setting (dropdown menu, currently 'ncuat')
- Scheduling Information:**
 - Display on Vaccine Site Locator (checkbox)
 - CVMS Scheduling (checkbox)
 - Appointment Phone (text input)
 - Appointment Scheduling Website (text input)
- Address (highlighted with a red border):**
 - Street Address (text input)
 - Street Address 2 (text input)
 - City (text input)
 - State (dropdown menu, currently '--None--')
 - Postal Code (text input)
 - County (dropdown menu, currently '--None--')

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

1. Enter the Street Address, City, State, Postal Code, and County
2. Click **SAVE**

Audience

Healthcare
Location Manager

Tips

The **Address** is the location where you are vaccinating people; this is the address that will be displayed on the Vaccine Site Locator website (please do not enter the shipping address).

After making changes, please connect to the Vaccine Site Locator website at <https://myspot.nc.gov> to check that the geolocation correctly identified your location's address.

There will be a small delay (up to 4 hours) on syncing before your updated address is shown on the Vaccine Site Locator website.

Step 9 of 9: Confirmation

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you are created the location and saved the changes, a success notification will appear at the top of the screen.

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Healthcare
Location Manager

Location "County General Hospital - Popup Location" was saved.

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Location

County General Hospital - Popup Location

Edit

Details

Related

Availability

Location Name

County General Hospital - Popup Location

Account

County General Hospital - Chicago ER

Appointments

Yes, Both

Event Type

Not Applicable

Start Date

3/12/2021

Closing Date

4/10/2021

Scheduling Information

CVMS Scheduling

☒

Appointment Scheduling Website

test

Display on Vaccine Site Locator

☒

Appointment Phone

test

Address

Street Address

11 W Jones St

Street Address 2

City

Raleigh

State

North Carolina

Postal Code

27607

County

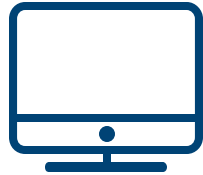
Mecklenburg

NC DEPARTMENT OF
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Appendix

Location Management Overview

Users with a Healthcare Location Manager profile can list their information on the Vaccine Site Locator website (<https://MySpot.nc.gov>).



1

As a Healthcare Location Manager, you can edit your location information that is displayed on the Vaccine Site Locator website (<https://MySpot.nc.gov>).

You can also add new locations for community vaccine events that can be displayed on the Vaccine Site Locator website.



2

In the CVMS Provider Portal, you can click on the name of the location you wish to edit and then click on the edit button.

To create a new location for a community vaccine event, you can click on the new button.

Vaccine Site Locator Key Terms

Public Location Name

The location name that appears on the Vaccine Site Locator website (<https://MySpot.nc.gov>).

Community Vaccine Event

Select Long-Term Events for recurring pop-up events (i.e., weekly). Select Short Term Events for one-time pop-up community vaccine events. For permanent locations, select 'Not Applicable'.

Start Date

First day the location would be listed on the Vaccine Site Locator website (<https://MySpot.nc.gov>).

Closing Date

Last day the location would be listed on the Vaccine Site Locator website.

Display on Vaccine Site Locator

This field MUST be checked to appear on the public Vaccine Site Locator website. Keep unchecked if your location should NOT be listed. You should only ever set it to No if you are only vaccinating your own recipient population (e.g., long-term care facility, prison).

Appointment Scheduling Website





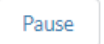
If you are using your own non-CVMS Scheduling tool, enter the public facing website URL where people can schedule appointments or learn how to get vaccinated at your site. Leave blank if you are using the Scheduling feature in CVMS.

CVMS Scheduling

Indicates that this location will use the Scheduling feature in CVMS. This feature is optional. Note that you will need to be pre-approved to be able to check that box. To activate CVMS Scheduling, please visit the CVMS Help Desk Portal and log a ticket to request it.

Additional Notes

Key Items:

- **Hyperlinks** appear as light blue and will provide additional information or navigation.
- *** Asterisks** are used to denote required information.
-  A Toggle can be clicked to see selectable options.
-  A Pen can be clicked to make edits to the field.
-   Navigation Buttons can be clicked on to progress to the “next” or the “previous” step in a task.
-  A Pause button can be clicked if you wish to step away / and return to your form later. You will be prompted to review your previously entered data upon your return/ login.

Contact Information:

- All questions should be directed to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine.

Supported Web Browsers:

- Please use the latest version of Chrome, Firefox, Safari, or Edge Chromium browsers to access CVMS.
- For more information on supported browsers, see https://help.salesforce.com/articleView?id=getstart_browsers_sfx.htm&type=5
- Note: Internet Explorer and Edge (non-Chromium) browsers are not supported.

User Guide Change Log

Version	Date of Change	Changes Made	Impacted Slides	Author
1	03/12/2021	<ul style="list-style-type: none">Initial document	-	Kevin Kauffman, Kechia Scott, Kristin Clark